

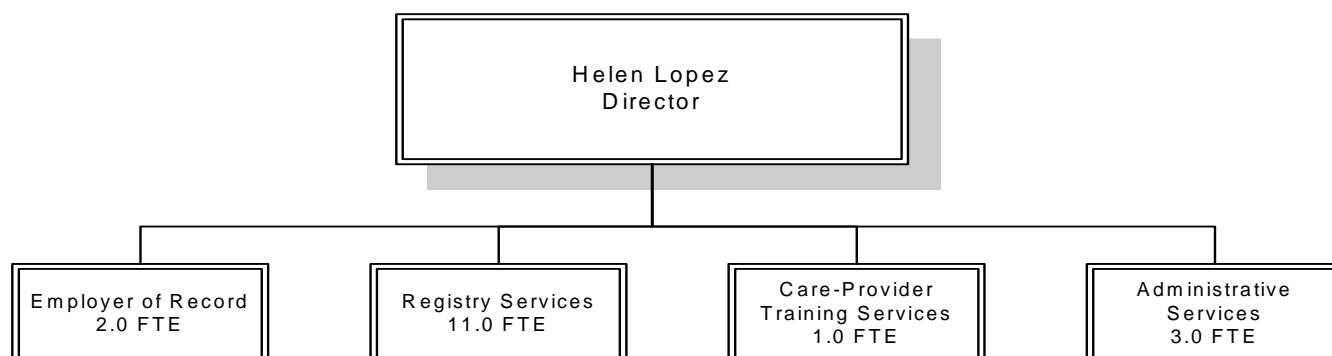
IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

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MISSION STATEMENT

The mission of the San Bernardino County In-Home Supportive Services (IHSS) Public Authority is to improve the availability and quality of IHSS and to eliminate barriers to providing assistance and choice for the aged and person with disabilities who need support services to live independently and with dignity in the community.

ORGANIZATIONAL CHART



DESCRIPTION OF MAJOR SERVICES

The In-Home Supportive Services (IHSS) Program was created in 1973 to serve elderly, blind, or disabled individuals who are not able to remain in their home without assistance. Section 12302.25 of the Welfare and Institutions code mandates that each County, on or before January 1, 2003, must act as, or establish an employer of record for the IHSS providers for collective bargaining purposes. The IHSS Public Authority was established to comply with this mandate.

In addition to its role in collective bargaining, the IHSS PA is charged by the Legislature with providing the following mandated services:

- establish a registry of potential care providers
- investigate the background and qualifications of potential care providers
- refer potential care providers from the registry to IHSS consumers upon request
- provide training for both IHSS care providers and consumers
- perform other functions related to the delivery of IHSS as designated by the governing board

BUDGET AND WORKLOAD HISTORY

	Actual 2002-03	Budget 2003-04	Estimate 2003-04	Proposed 2004-05
Total Appropriation	794,516	8,091,439	889,422	5,090,290
Total Financing Sources	856,272	6,738,893	889,422	3,737,744
Fund Balance		1,352,546		1,352,546
Budgeted Staffing		16.0		18.0

Salaries and benefits are projected to be lower than budget by \$166,763 due to delays in filling 5 budgeted positions. This savings is offset by the addition of an Accounting Technician in May 2004.



Services and Supplies are projected to be lower than budget by \$1,015,964. This is due to a slower start-up than anticipated; as a result, numerous budgeted expenditures have not occurred. The major portion of cost savings is attributed to space rental, emergency respite services, legal counsel, postage, and client/provider training.

Central computer expenditures are projected to exceed budget by \$6,450 because computer charges were budgeted in services and supplies in error. An appropriation transfer was submitted and processed moving excess appropriation from Services and Supplies to Central Computer.

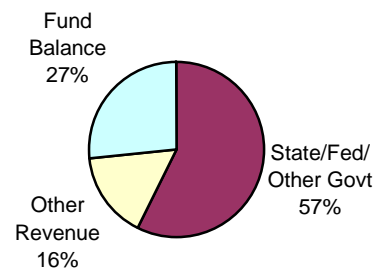
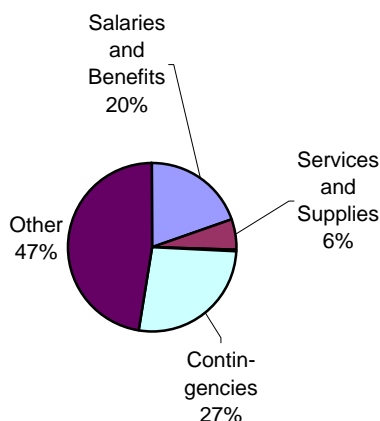
Other Charges are projected to be lower than budget by \$4,545,455 due to delays in the implementation of the medical benefits for service providers in the In-Home Supportive Services program. Implementation is now planned for FY2004-05.

Items in Fixed Assets were budgeted in error. The Public Authority does not intend to purchase any fixed assets this fiscal year.

Transfers are projected to be lower than budget by \$98,879 due to lower projected costs in Human Resources Labor Relations and Human Services System administrative support offset by increases in support costs from the Information, Technology and Support Division.

Revenue is projected to be significantly lower than adopted budget due to under expending and not implementing medical benefits for IHSS providers.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY 2004-05 BREAKDOWN BY FINANCING SOURCE



GROUP: Other Agencies
DEPARTMENT: IHSS Public Authority
FUND: IHSS Public Authority

BUDGET UNIT: RHH 498
FUNCTION: IHSS
ACTIVITY: Public Authority

ANALYSIS OF 2004-05 BUDGET

	A	B	C	D	E	B+C+D+E F	G Department Recommended Funded Adjustments (Schedule C)	F+G H
	2003-04 Year-End Estimates	2003-04 Final Budget	Cost to Maintain Current Program Services (Schedule A)	Board Approved Adjustments (Schedule A)	Impacts Due to State Budget Cuts (Schedule B)	Board Approved Base Budget		2004-05 Proposed Budget
Appropriation								
Salaries and Benefits	624,152	790,915	115,981	-	-	906,896	91,304	998,200
Services and Supplies	214,412	1,230,376	-	-	-	1,230,376	(922,576)	307,800
Central Computer	6,450	-	-	-	-	-	10,000	10,000
Other Charges	-	4,545,455	-	-	-	4,545,455	(2,245,455)	2,300,000
Equipment	-	11,000	-	-	-	11,000	(11,000)	-
Vehicles	-	17,860	-	-	-	17,860	(17,860)	-
Transfers	44,408	143,287	-	-	-	143,287	(21,543)	121,744
Contingencies	-	1,352,546	-	-	-	1,352,546	-	1,352,546
Total Exp Authority	889,422	8,091,439	115,981	-	-	8,207,420	(3,117,130)	5,090,290
Departmental Revenue								
State, Fed or Gov't Aid	693,259	5,256,337	90,465	-	-	5,346,802	(2,439,003)	2,907,799
Total Revenue	693,259	5,256,337	90,465	-	-	5,346,802	(2,439,003)	2,907,799
Operating Transfers In	196,163	1,482,556	25,516	-	-	1,508,072	(678,127)	829,945
Total Financing Sources	889,422	6,738,893	115,981	-	-	6,854,874	(3,117,130)	3,737,744
Fund Balance		1,352,546	-	-	-	1,352,546	-	1,352,546
Budgeted Staffing		16.0	-	-	-	16.0	2.0	18.0

Salary and Benefit costs will increase \$207,285. This increase is a combination of additional staff and salary step, retirement, and worker's compensation cost increases. Staffing has been increased by a net of 2 budgeted positions in 2004-05. Changes consist of the following:

- ◆ Added 1 Training Coordinator contract position to coordinate training for the IHSS service providers. (Equivalent to Staff Analyst-range 56)
- ◆ Added 1 Registry Manager contract position to manage the registry for service providers. (Equivalent to Staff Analyst II-range 56)
- ◆ Added 1 Registry Specialist contract position to assist with the increasing workload in data entry and maintenance of the registry. (Equivalent to IHSS-Assistant-range 34)
- ◆ Added 1 Health Benefits Clerk I contract position to assist with the increased workload required to provide health benefits to service providers (Equivalent to Clerk II-range 25)
- ◆ Added 1 Health Benefits Clerk II contract position to assist with the increased workload required to provide health benefits to service providers (Equivalent to Clerk III-range 30)
- ◆ Deleted 3 vacant budgeted positions due to inaccurate classifications to accomplish goals of the PA. (Administrative Supervisor I, Administrative Clerk I, Program Analyst)
- ◆ A vacant budgeted position classification was lowered from Accountant to Accounting Technician, resulting in a net annual savings of approximately \$6,431. The position will be filled prior to the beginning of 2004-05. The Accounting Technician will be responsible for maintaining the financial records for the PA.

Services and Supplies costs will decrease \$922,576 due to the following:

- ◆ The Emergency Respite Service program was not implemented as anticipated in the 2003-04 budget. Services were to assist IHSS clients whose IHSS care-provider becomes suddenly unavailable. It was determined this type of service is outside the capacity of the PA.
- ◆ Over-estimation of use of County services such as County Counsel, Risk Management and Purchasing.
- ◆ Decrease in background checks costs due to completion of implementation stage.
- ◆ Decrease in training costs, advertising, membership, printing, mail services, postage, staff travel, special conference event, space rental, and miscellaneous expense. These expenditures were over-estimated in the 2003-04 budget as start-up costs.
- ◆ Decrease in inventorable equipment costs due to completion of the implementation stage.



Other Charges will decrease \$2,300,000. Medical benefits will be provided to a limited number of eligible IHSS service providers in 2004-05. The local share amount is reduced from \$1.0 million to \$500,000. Total appropriations and revenue budgeted for health care benefits in 2004-05 are \$2,300,000. Federal and State reimbursement will cover approximately \$1,800,000 of total expenditures for health care benefits. The remaining \$500,000 is local share. The local share will be funded with Social Services Realignment.

DEPARTMENT: IHSS Public Authority
FUND: Special Revenue
BUDGET UNIT: RHH 498

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
2003-04 FINAL BUDGET	16.0	8,091,439	6,738,893	1,352,546
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	115,981	115,981	-
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	115,981	115,981	-
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	-	-
Subtotal	-	-	-	-
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BASE BUDGET	16.0	8,207,420	6,854,874	1,352,546
Department Recommended Funded Adjustments	2.0	(3,117,130)	(3,117,130)	-
TOTAL 2004-05 PROPOSED BUDGET	18.0	5,090,290	3,737,744	1,352,546

SCHEDULE C

DEPARTMENT: IHSS Public Authority
FUND: IHSS Public Authority
BUDGET UNIT: RHH 498

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

	Brief Description of Program Adjustment	Budgeted Staffing	Appropriation	Departmental Revenue	Fund Balance
1	Increase in Salaries and Benefits - Added 1 Training Coordinator, 1 Registry Manager, 1 Registry Specialist, 2 Health Benefits Clerks - Deleted 1 Admin Supv I, 1 Admin Clerk I, 1 Program Analyst	2.0	91,304	91,304	-
2	Delete Emergency Respite Services IHSS Public Authority terminated its plan to provide Emergency Respite Services.	-	(194,400)	(194,400)	-
3	Reduce Services and Supplies Reduction due to over-estimation of expenditures and start-up costs. Over-estimated costs for County Counsel, Risk Management, Purchasing, training, advertising, membership, printing, mail services, postage, staff travel, special conference event, and space rental. Decrease in background check costs and inventoriable equipment due to completion of startup.	-	(768,579)	(768,579)	-
4	Reduce IHSS Provider Medical Benefits Medical benefits to be provided to limited number of eligible IHSS providers. Local share reduced from \$1 million to \$500,000. Local share (22%) will be funded with Social Services Sales Tax (Realignment)	-	(2,245,455)	(2,245,455)	-
Total		2.0	(3,117,130)	(3,117,130)	-

